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ABSTRACT

This handbook points out that all teachers regardless of grade level, assignment, or years of experience, need mentoring, and that the first days of school are critical to how the rest of the year will unfold. The handbook is intended to help ease the way for those beginning or experienced teachers who need help with curriculum decisions, discipline problems, and the daily routines that govern the business of teaching. The 12 chapters in the book are: (1) Professionalism; (2) Classroom Management, Behavior, and Discipline; (3) The Classroom Setup; (4) Curriculum Decisions; (5) Curriculum-Based Problems; (6) Record-Keeping; (7) Legal Considerations; (8) Administration; (9) Ancillary Personnel; (10) Parents; (11) Wellness (including stress management); and (12) Dispelling the Myths (e.g., there is no such word as failure, master teachers are born that way, or students will always be enthusiastic about the teacher and about what is taught). A comprehensive index is provided, as well as a listing of professional associations and a selected bibliography. (LL)

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